



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:

COMNAVAIRFORESINST 13600.4C
N42 (COMNAVRESFORCOM)

JUL 14 2006

COMNAVAIRFORES INSTRUCTION 13600.4C

From: Commander, Naval Air Force Reserve

Subj: COMMANDER, NAVAL AIR FORCE RESERVE (COMNAVAIRFORES)
SUPPORT EQUIPMENT (SE) OUTFITTING STOCK ACTIVITY (OSA)
PROGRAM

Ref: (a) COMNAVAIRFORES P13650.1C
(b) Contract N6883605-P0971

1. Purpose. To establish management procedures for the operation of the Naval Air Reserve OSA New Orleans, Louisiana per the provisions of reference (a).

2. Cancellation. COMNAVAIRFORESINST 13600.4B

3. Background

a. The OSA is a storage facility used for storing SE, Aviation Armament Equipment (AAE), and other aircraft maintenance related equipment used by intermediate and organizational level maintenance activities of the Naval and Marine Corps Air Reserve. The OSA warehouse is designed for the most economical storage of equipment until it is required for operational employment, or until final disposition instructions have been received from Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).

b. Planning for the establishment of new squadrons or the transition to different type/model/series aircraft poses unique management situations. Aircraft material is often made available to the Naval Air Reserve in advance of the scheduled delivery dates because of contractual requirements or equipment delivery to the operational site is not practical until military construction or training is completed. The OSA allows for the most economical means to ready a site for operational employment.

c. The OSA is also a holding point for older model aircraft material that is being phased out and held for foreign military sales, redesignation, or relocation. Storing this equipment at

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one central site provides inventory accuracy and security, while minimizing costly, difficult procurement actions, with associated long lead times; should the equipment be required at a future date.

4. Limitations

a. All material stored at the OSA warehouse must meet the criteria described in paragraph 3 above.

b. No material will be shipped to or stored in the OSA warehouse without prior approval written approval from Commander, Navy Reserve Forces Command (COMNAVRESFORCOM (N422B9)).

5. Action. COMNAVRESFORCOM (N422B9) is designated as the OSA manager and is responsible for the overall management of the OSA program.

a. COMNAVRESFORCOM will:

(1) Coordinate the shipment of SE in and out of OSA New Orleans with Naval Support Activity (NAVSUPACT) New Orleans; COMNAVAIRSYSCOM; the Aviation Supply Office; Naval Air Warfare Center Aircraft Division, and other applicable activities as required.

(2) Provide shipping documents and related correspondence to OSA contracted personnel when shipment of material is required. Shipping documents will contain the transportation account code number and will use document number series N00071-XXXX-SAXX.

(3) Provide all instructions required for shipment.

(4) Resolve discrepant shipments when notified of their existence.

(5) Maintain a current inventory of OSA assets.

(6) Assist in annual wall-to-wall inventory of OSA.

b. OSA Storage Facility contractor will manage the warehouse as indicated below per reference (b):

(1) Be responsible for the day-to-day operation of the OSA Storage Facility and ensure the facility is manned at appropriate times to receive and process shipments, maintain inventory records, and answer queries from COMNAVRESFORCOM (N422B9). The contractor will promptly notify the government regarding facility problems.

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(2) Receive material on a DD Form 1149, DD Form 1348, or on a Transaction Report (TR) (OPNAV 4790/64). A computerized receipt log will be maintained. When material is stowed, a copy of the receipt paperwork shall be forwarded to COMNAVRESFORCOM (N422B9A). Any discrepancies of quantities received are to be immediately reported directly to COMNAVRESFORCOM (N422B9A).

(3) Keep an accurate inventory of material in the OSA storage facility and will provide an up-to-date inventory printout (report symbol COMNAVRESFORCOM 13600-4) monthly and upon request for COMNAVRESFORCOM (N422B9A). This listing will include National Stock Number (NSN), Commercial and Government Entity (CAGE), part number, location, nomenclature, and equipment value.

(4) Conduct joint wall-to-wall inventory with COMNAVRESFORCOM (N422B9A) annually. Inventory will be completed by 31 March each year using report symbol COMNAVRESFORCOM 13600-5.

(5) Upon receipt of shipping documents from COMNAVRESFORCOM (N422B9A), OSA contractor will pull the equipment for shipment. The contractor will pull the equipment for shipment. The contractor will then transport the equipment to NAVSUPACT New Orleans shipping/receiving building, then pack and crate the item(s) for shipping. When the equipment is shipped, the contractor shall provide COMNAVRESFORCOM (N422B9A) with proof of shipping within 5 working days from the date shipped. Maintain copies of all completed shipping documents for supply records.

(6) A TR (report symbol COMNAVRESFORCOM 13600-6) citing number of line items carried, number of pieces in inventory, dollar value of inventory, number of line items received and shipped, and number of pieces received and shipped will be generated monthly. The number of documents and the dollar value of received and shipped equipment will be forwarded to the Contracting Officer Representative at NAVSUPACT New Orleans.

6. Forms and Reports

a. The following reports are approved for only 3 years from the issue date of this directive.

(1) Report symbol COMNAVRESFORCOM 13600-4 has been assigned to the OSA Inventory Update Report contained in paragraph 5b(3) above.

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(2) Report symbol COMNAVRESFORCOM 13600-5 has been assigned to the OSA Quarterly Summary of Transactions Report contained in paragraph 5b(4) above.

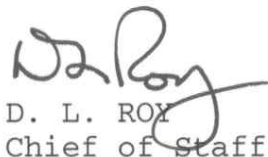
(3) Report symbol COMNAVRESFORCOM 13600-6 has been assigned to the Annual OSA Inventory Report contained in paragraph 5b(6) above.

b. The following forms mentioned herein are available through the supply system:

(1) DD Form 1149, Requisition and Invoice/Shipping Document, 0102-LF-017-7900.

(2) DD Form 1348, DoD Single Line Item Release/Receipt Document, 0102-LF-115-3800.

(3) OPNAV 4790/64, Support Equipment Transaction Report, 0107-LF-001-6600.


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